

25 OCT 1976

MEMORANDUM FOR: Executive Advisory Group Members

SUBJECT : Minutes of the 20 October 1976 Executive Advisory Group Meeting

1. The Executive Advisory Group (EAG) met on 20 October 1976 to discuss a paper by the DDA entitled, "Management and Employee Concerns Relating to Personnel Policies and Procedures," which was circulated to EAG members on the previous day (EAG 12). The paper discussed seven problem areas identified by the DDCI in a 19 August note to the DDA and made recommendations.

2. Following a summary by Mr. Janney, Director of the Office of Personnel (OP), and comments from EAG members which, in general, supported the recommendations, Mr. Knoche directed the following:

- a. EAG review of nominations to key operating positions. Approved in principle. OP, with Comptroller suggestions, must define these positions and suggest an appropriate procedure.
- b. Consistent separation policy. OP should draft its proposed consolidated regulation.
- c. Structured rotation policy. Decision deferred until key positions are defined.
- d. Promotion policy. OP should draft its proposed guidance.
- e. EEO improvement. Monitor new system as proposed. The Comptroller should schedule an EAG session soon to discuss the publication, "Employee Population by Race, Sex, and National Origin," prepared by the Office of EEO, already distribute to EAG members.

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f. Establish proper personnel mix among components.
Decision deferred pending derivation of an inventory of the workforce by the Comptroller and OP.

g. Improved initial assignments and orientation.
OP should elaborate upon its proposal that supervisors be rated on their performance in handling initial assignments.

3. It was agreed that OP will arrange with the Secretary a follow-up session on these items in December. While OP will now give these matters wider consideration, coordination of any implementing directives will be accomplished within EAG meetings themselves.

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Secretary
Executive Advisory Group

cc: D/DCI/NIO
D/OP

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